

POST CODE: D704
ANNOUNCEMENT NUMBER: LEMT0734
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OPEN: June 12, 2007
CLOSE: June 26, 2007
LOCATION: SALEM

HUMAN RESOURCE ASSISTANT
(Job Rotation or Limited Duration Opportunity)

\$2258 - \$3281 MONTHLY

ABOUT THE DEPARTMENT

The Oregon National Guard (ORNG) is constitutionally based in both the Federal and State Constitution and is commanded by the Adjutant General, who is appointed by the Governor. The purpose of the Oregon Military Department (OMD) is to assist and support the Adjutant General in executing his Constitutional duties as Commander of the ORNG. The Adjutant General is statutorily required to command, provide administration, and oversee construction and maintenance of facilities, training camps and areas, and air bases for the Oregon Army and Air National Guard in support of the Governor. The ORNG provides the Governor with a ready force to assist civilian authorities during civil unrest or natural disasters, or responds to the President during national emergencies.

Within this military environment, OMD employees work in a wide range of occupations including armed security, fire fighters, repair/refurbish Department of Defense equipment, support youth activities, operate and maintain over 50 facilities throughout the state, manage major construction projects, and provide expertise in environmental compliance as well as managing the agency's budget and fiscal resources, providing human resource management and payroll activities for State employees, and soldiers and airmen called for State Active Duty.

Our positions mirror the wide variety of skills and knowledge needed to support the ORNG's mission. If you are interested in an opportunity to work in a complex, fast-paced military environment, please consider applying for a position with the OMD.

GENERAL INFORMATION

- This is a full-time limited duration or a State of Oregon rotation position with the Oregon Military Department located in Salem, Oregon lasting up to 12 months with a possibility of extension.
- You do not need to be a member of the Oregon National Guard to apply for this position.
- **APPLY NOW** if you meet the Recommended Qualifications. This recruitment may close at any time without prior notice. Applications will be reviewed as they arrive.
- This recruitment will be used to establish a list of qualified candidates to fill the current vacancy and may be used to fill future vacancies as they occur.
- In the GEOGRAPHIC AVAILABILITY section of your PD100 employment application, check only the geographic code where the current vacancy is located. The code for Salem is **24M**.

- **If you are a H.I.R.E. applicant and you are interested in applying for this position, you must submit your State of Oregon application (PD100) and respond to exam questions, if applicable, by the close date of this announcement. If you qualify, you may be contacted for an interview.**

TO QUALIFY

To qualify for a **rotation opportunity** you must be a current State of Oregon employee (including regular status, trial service, or limited duration);

If you are currently not a State or Oregon employee, you may also qualify for a **limited duration** position.

Your PD100 application form will be reviewed to verify that you meet the qualifications stated in this section. **Your background must have given you the knowledge and skills identified in the Duties and Responsibilities section.**

To receive credit, your application form must clearly show that you have:

Two years of human resources clerical-support experience directly assisting human resources professionals in the administrative functions of a human resources program **OR**

Three years progressively responsible for administrative, clerical or record-keeping support experience.

College-level course work may substitute for the general experience requirement based on 45-quarter units per year.

To receive credit for all required/related coursework, you must submit a photocopy of your transcripts or certificate with your application.

Note: Preference may be given to candidates with Position Personnel Data Base (PPDB) experience. If you have PPDB experience, please include it in the Specialist Skills and Knowledge section of PD100 application.

AS A CONDITION OF EMPLOYMENT APPLICANT MUST:

- Required to undergo a criminal background check.

IF YOU QUALIFY, SEE TEST section of this announcement.

BENEFITS

Employment with the Oregon Military Department will afford you a variety of generous benefits.

An attractive, cafeteria-style benefits package which includes:

- Liberal employer contributions toward a variety of medical and dental plans covering employees and dependents.
- Employer paid \$5,000 Basic Life insurance; additional coverage available.
- Long- and short-term disability plans.

- Accidental death and dismemberment plans.
- Long Term Care Insurance.
- Retirement benefits
- Paid time off

DUTIES AND RESPONSIBILITIES

The person in this position performs and coordinates a variety of clerical and administrative functions to include but not limited to:

- Responds to inquiries from managers, supervisors and employees to explain and/or clarify the application of personnel rules, policies, procedures and laws.
- Receive employee information and determine if personnel action (PA) is needed.
- Contact sender when information received is missing or inconsistent with established personnel practices or policies.
- Inputs information and updates employee records in the PPDB System consistent with State personnel rules, policies and collective bargaining agreements.
- Retains support documentation for PAs and notifies the appropriate HR Analyst when PAs may impact employee's compensation, vacation accruals, or benefits.
- Prepares for signatures and files PA hard copies in employees' personnel files.
- Reviews new hire paperwork, position descriptions, performance evaluations and other documents received for completeness, accuracy, policy and labor agreement compliance.
- Keep current employees' personnel files.
- Creates and updates database and spreadsheets; assists with special reports on personnel activities (monthly/annual personnel/turnover reports, performance appraisals, grievances etc.).
- Posts required employment information: state and federal laws (wage and hour, OR-OSHA, FMLA/OFLA, etc.), job announcements and other pertinent information and assures it is posted on employee bulletin boards throughout the state.
- Provides employment verification requests in writing and over the telephone.
- Maintains position history data (job analysis, PD, budget, benchmark information, etc.) for each legislatively authorized position.
- Performs administrative tasks for the director and staff: faxes documents, schedules meetings, makes travel arrangements, and gathers personnel related information from staff and persons outside the agency.
- Acts as the front-line contact to persons/employees visiting the office; provides employment application/job announcement information over the phone or in writing.
- Opens, date stamps, sorts, and distributes incoming mail; prepares out-going mail and delivers to the mailroom.
- Routes correspondence to the appropriate staff member or forwards to the appropriate work unit for handling.
- Orders office supplies and oversees office equipment operations and repairs.
- Maintains current mailing lists for personnel related information for managers, supervisors, union officials and employees.

WORKING CONDITIONS

General open, fast-paced office environment with ever-changing priorities. Infrequent, occasional travel required; predominately within Salem area and occasionally to other parts of Oregon. Employee is

required to maintain a drug/alcohol free workplace in accordance with the 1988 Drug Free Workplace Act, OMD Drug/Alcohol Testing Policy and applicable collective bargaining agreement.

THIS IS THE TEST

YOU MUST ANSWER THE FOLLOWING QUESTIONS.

Use a separate sheet of paper. Write down any work experience (paid or unpaid) and training that you have which is related to each question. Limit your answer to each question to no more than two (2) pages. Be sure that the jobs where you gained the experience which you describe in your answers are listed in the Work History section of your application form. Your grade will be based upon your answers.

If there are several parts to a question, answer each part separately. Number your answers to agree with the question. Attach the answer sheet to your application. Your application will not be accepted if it is incomplete.

1. The person in this position enters new hires and personnel changes in the State Human Resource information computer system. Accuracy is very important. Describe your experience in entering data and list previous database applications.
2. This position has significant interaction with our employees and managers. Describe your customer service philosophy and highlight what skills or qualities that you bring to the position that help you effectively provide quality customer service.

APPLICATIONS

If you have a disability and need any alternative materials to complete the application form PD-100, you may call the Oregon Military Department at 503-584-3815.

SEND completed application materials to:

Oregon Military Department, AGP (Room 164)
ATTN: Olga Ward
PO Box 14350
Salem, OR 97309-5047

OR

FAX your application materials to: (503) 584-3556.

We recommend that applications be submitted as early as possible. OMD cannot be responsible for material that is illegible or missing as a result of transmitting by fax or which may be lost through the mail.

PLEASE NOTE: Complete all parts of the application. If your application is incomplete or does not clearly show the experience and/or training required in the "Minimum Qualifications" section, your application will be rejected. Your application will **not** be returned and you may not submit additional information. However, if the recruitment is still open, you may submit a new application which must be received in our office by the close date.

NOTICE of results will be sent by mail. Although the agency is not required to delay the selection process, you may request a review of the results. Your request must be received within 10 days from the

date of the notice by mailing to: Oregon Military Department, AGP, PO Box 14350, Salem, OR 97309-5047.

Submit only the required materials. Resumes, reference letters or work examples should be kept for the interview.

KEEP a copy of your application for job interviews. COPIES ARE NOT PROVIDED.

CURRENT JOB OPENINGS and information on application forms are available through:

- Local Oregon Employment Department field offices;
- Most State agency personnel offices; or
- The State's Jobs Page at: www.oregonjobs.org

THE OREGON MILITARY DEPARTMENT IS COMMITTED TO AFFIRMATIVE ACTION, EQUAL EMPLOYMENT OPPORTUNITY AND WORKPLACE DIVERSITY.